

CHINA CENTER ADVISORY COUNCIL BYLAWS

1.0 Purpose and Structure

The China Center is dedicated to facilitating University of Minnesota academic exchange, collaborative research, teaching and training activities with Mainland China, Taiwan and Hong Kong.

1.1 The role of the China Center Advisory Council (CCAC) is:

- a. to advise to the Executive Director of the China Center and China Center initiatives.
- b. to strengthen connections between the China Center and faculty and academic units within the University.
- c. to strengthen connections between the University and the community.

1.2 The CCAC consists of a Chair and the members of three advisory committees. Each advisory committee will select a lead member. The advisory committees are:

- a. The CCAC Campus Advisory Committee,
- b. The CCAC Community Advisory Committee, and
- c. The CCAC Leadership Advisory Committee.

The CCAC Chair, and the advisory committee lead member, in consultation with the executive director of the China Center may appoint other advisory and ad hoc committees for a limited purpose as needed.

1.3 The Chair presides over the CCAC and coordinates its work and that of the advisory committees.

1.4 Members of each of these committees may be asked by the CCAC Chair or the Executive Director of the China Center to participate in the work of one or more of the other advisory committees.

- 1.5 The CCAC, and its constituent committees, will work with the of the Confucius Institute at the University of Minnesota Advisory Committee to further common interests as appropriate and necessary.

2.0 **Membership**

- 2.1 The Associate Vice President and Dean of Global Programs and Strategy Alliance, in consultation with the Executive Director of the China Center shall appoint the Chair of CCAC, and the initial slate of advisory members of the three advisory committees.
- 2.2 The Chair serves for a two-year term. Members of advisory committees will serve for three years. The terms of approximately one-third of each of the advisory committees will expire each year.
- 2.3 The Associate Vice President and Dean of Global Programs and Strategy Alliance will assign the members of the current CCAC to the appropriate advisory committees for the remainder of their unexpired terms.
- 2.4 The lead member of each advisory committee shall be selected by its membership for a term of 2 years.

3.0 **Extraordinary Members**

- 3.1 Visiting Members. At the discretion of the CCAC or the Executive Director, visitors from Chinese institutions may be named Visiting CCAC Members, without voting privileges. The term for the Visiting CCAC Member shall not exceed one year.
- 3.2 Honorary Members. At the discretion of the CCAC or the Executive Director, distinguished scholars, academic leaders and states persons may be named Honorary CCAC Members, without voting privileges.

4.0 **Committees**

4.1 **Executive Committee**

The CCAC Executive Committee shall consist of the Chair and the Chair-designate of the CCAC, and the lead members of the three advisory committees. The Executive Director of the China Center is an *ex officio* non-voting member. The Executive Committee will coordinate the work

of the advisory committees, consult with the Associate Vice President and Dean of Global Programs and Strategy Alliance regarding the appointment of a Chair, set the agenda for regular CCAC meetings, and act on behalf of the CCAC between regular meetings.

4.2 **Advisory Committees**

4.2.1 The CCAC Campus Advisory Committee consists of up to 10 faculty, staff and students of the University. The Chair of CCAC and the Executive Director of the China Center are *ex officio* non-voting members. The committee advises the Director on issues relating to the China Center and the programs of the University relating to China. It seeks to advance the activities and the objectives of the China Center within the University. Specific duties and responsibilities of the Campus Advisory Committee will be clearly defined in a separate “Charging Document” that is reviewed by the CCAC periodically.

4.2.2 The CCAC Community Advisory Committee consists of up to 10 members of the Minnesota community. The Chair of CCAC and the Executive Director of the China Center are *ex officio* non-voting members. The committee advises the Director on issues relating to the role of the China Center in the local Minnesota community. It seeks to advance the activities and the objectives of the China Center in the local Minnesota community. Specific duties and responsibilities of the Community Advisory Committee will be clearly defined in a separate “Charging Document” that is reviewed by the CCAC periodically.

4.2.3 The CCAC Leadership Advisory Committee consists of up to 10 members in leadership roles in education, business or policy who are interested in furthering the efforts of the China Center. The Chair of CCAC and the Executive Director of the China Center are *ex officio* non-voting members. The Committee advises the Director on issues relating to the role of the China Center in the broader community. It seeks to advance the activities and the objectives of the China Center. Specific duties and responsibilities of the Leadership Advisory Committee will be clearly defined in a separate “Charging Document” that is reviewed by the CCAC periodically.

4.3 Special committees

The CCAC Executive Committee may appoint special committees (or joint committees consisting of members from two or more advisory committees) to deal with special matters.

5.0 Responsibilities of the CCAC

5.1 The entire CCAC will meet at least once each year. Special meetings may be called at the discretion of the Executive Director or the Executive Committee. Each advisory committee will meet at least twice a year.

5.2 Minutes of CCAC meetings, and of the advisory committee meetings, will be taken and maintained by the office of the Executive Director. Minutes will be approved by majority vote.

5.3 A quorum of the CCAC or any advisory committee shall consist of a simple majority of the voting members.

5.4 In the event of a search for a new Executive Director of the China Center, the CCAC shall advise the Associate Vice President and Dean of Global Programs and Strategy Alliance.

6.0 Amendments

The bylaws may be amended by a two-thirds vote of present and voting members at a regular meeting of the CCAC.

7.0 Ratification

These CCAC Bylaws were first approved by the CCAC at the February 13, 2002, regular meeting and were amended on May 24, 2012. The discussions and parliamentary deliberations taken up at CCAC meetings will be made pursuant to Robert's Rules of Order.